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ABSTRACT

This index lists all publications issued by the Manpower Administration for public information from January 1969 through June 1971. The 600 entries of publications, reports, and articles are organized by major subject. Present availability and price are included for each publication and journal source for each article. (BH)

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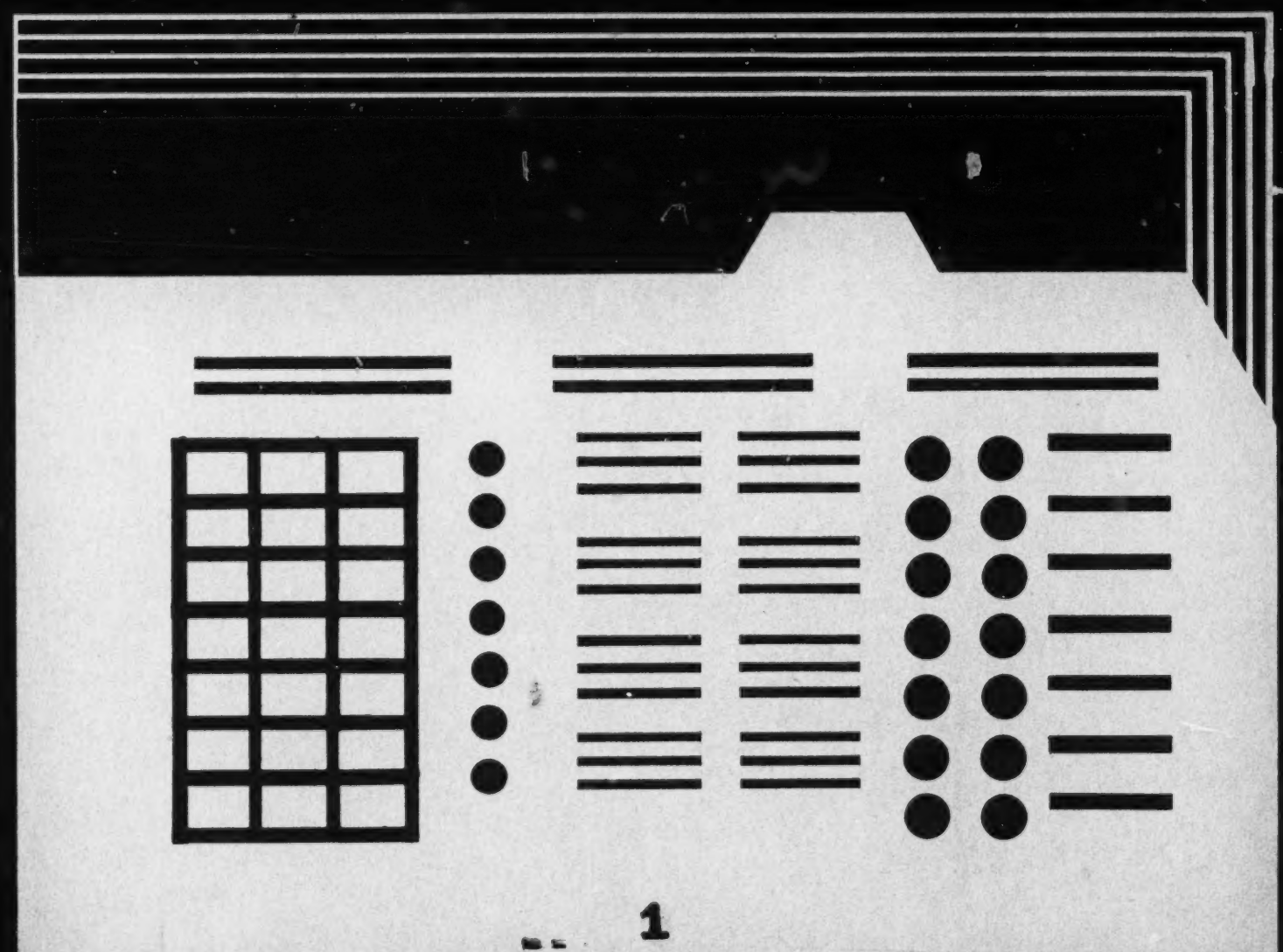
INDEX to Publications of the Manpower Administration

January 1969 Through June 1971

U.S. DEPARTMENT OF LABOR
Manpower Administration



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January 1969 Through June 1971

U.S. DEPARTMENT OF LABOR
J. D. Hodgson, Secretary

MANPOWER ADMINISTRATION
1971

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PREFACE

This index lists all publications issued by the Manpower Administration for public information during the period January 1969 through June 1971. We plan to update it twice a year. The index starts with 1969 because that was the first full year of operation under a centralized Manpower Administration Office of Information.

The index covers about 600 publications, reports, and articles published in the past 2½ years. Most items are listed only once by major subject. In a few cases there are multiple entries, notably for the *Manpower Reports of the President* and *Manpower* magazine. Chapters and major subdivisions of the *Manpower Reports* and all articles in *Manpower* magazine are indexed separately. (For more detailed references to articles in *Manpower*, see the subject and author index to the magazine issued annually in January.) We have attempted to avoid extensive cross referencing, but there is some. A list of the major headings appears on page iii. For your convenience we have included on page 26 a list of periodicals issued by the Manpower Administration.

Inclusion in the index does not imply that the publication is presently available from the Manpower Administration. Some of the more recent publications are still available, but stocks of the earlier ones may be depleted. The notation o.p. after a title indicates that the publication is out of print, and there are no plans to reprint it. For reference, most can be found in the Manpower Administration Information Office, the State employment security agency offices, and the offices of the Regional Manpower Administrators (see addresses on inside back cover). Some are also in public and university libraries.

While they last, copies of publications for which no price is indicated may be obtained free by writing the Inquiries Section, Office of Information, Manpower Administration, U. S. Department of Labor, Washington, D. C. 20210 or telephoning (202) 961 3641. Copies of the index are also available from the Inquiries Section. For publications for which a price is indicated, write the Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402, and enclose payment.

We hope you find the index helpful. Comments and suggestions that would make it more useful for your purposes are welcome. Please send them to the Division of Publications, Office of Information, Manpower Administration, U. S. Department of Labor, Washington, D.C. 20210.

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Apprenticeship—Past and Present, 1969 Revised, 24 pp., 25¢

Apprentice Training, May 1969, flyer

Apprentice Training—Sure Way to a Skilled Craft, 1970 Revised, 12 pp., 15¢

Automotive Trades, Apprenticeship Schedules for the, 1970 Edition, 76 pp.

Building and Construction Trades, Apprenticeship Schedules Covering, Vol. 1, 1970 Edition, 102 pp.; Vol. 2, 1970 Edition, 95 pp.

Cement Masonry, Asphalt, and Composition Trade, National Apprenticeship and Training Standards for, 1969 Edition, 22 pp.

Electrical and Electronic Trades, Apprenticeship Schedules Covering, 1970 Edition, 110 pp.

Industrial Plant and Equipment Maintenance Trades, Apprenticeship Schedules Covering, 1970 Edition, 206 pp.

Lathing Industry, National Standards of Apprenticeship for the, 1970 Edition, 34 pp.

Machinist (Automatic Screw Machines), National Policy of Apprenticeship for, 1969, 18 pp., 20¢

Mechanical Repair and Personal Service Trades, Apprenticeship Schedules Covering, 1970 Edition, 120 pp.

Metal Working Trades, Apprenticeship Schedules Covering, 1970 Edition, 167 pp.

New Craftsmen for Old Art, in *Manpower,* October 1969, pp. 7-9

Ophthalmic Finisher-Dispenser, National Apprenticeship Policy for, 1970, 24 pp.

Reaching Out for Apprentices, in *Manpower,* June 1969, pp. 8-13

Tool and Die Maker Trade, Learning the, Manpower Research Monograph No. 17, 1970, 18 pp., 30¢

Toward the Ideal Journeyman, Manpower Research Monograph No. 20:

- Vol. 1, An Optimum Training System in Apprenticeable Occupations, 1970, 24 pp., 25¢
- Vol. 2, The Training System in the Pipe Trades, 1971, 52 pp., 35¢
- Vol. 3, Apprenticeship Training in the Machine and Tool and Die Maker Trades, 1971, 26 pp., 25¢
- Vol. 4, The Training System in Printing Trades, 1971, 24 pp., 25¢
- Vol. 5, High School Students View Apprenticeship, 1971, 16 pp., 20¢

Train for a Skilled Job Through Apprenticeship, 1971, flyer and poster

Veterans! Train for a Skilled Job Through Apprenticeship, 1970 Revised, folder

Walls Against Poverty, in *Manpower,* February 1971, pp. 21-25

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Day Care—Small Fry Pose Big Problem, in *Manpower,* August 1969, pp. 14-17

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The Concentrated Employment Program, in *1970 Manpower Report of the President,* p. 81

Concentrated Employment Program, December 1968, flyer

CEP—Total Service for the Unemployed and the Underemployed, 1969, 8 pp., 15¢

Redesign of the Concentrated Employment Program, in *1971 Manpower Report of the President,* pp. 67-68

Taking Aim on Jobs, in *Manpower,* November 1970, pp. 14-19

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Cooperative Area Manpower Planning System, in *1969 Manpower Report of the President,* pp. 129-131

Cooperative Area Manpower Planning System, February 1969, flyer

CAMPS—Concentrating Manpower Services Against Poverty, 1969, 8 pp., 15¢

Strengthening the Manpower Planning System, in *1970 Manpower Report of the President,* pp. 80-81

COST EFFECTIVENESS (See MANAGEMENT)

COUNSELING AND INTERVIEWING

Interviewer's Handbook for Selection and Referral to Training and Placement, 1970, 79 pp., $1.

An Interviewer Discusses the First Hurdle, in *Manpower,* March 1970, pp. 26-29

Interviewing Guides for Specific Disabilities:

Suggestions for Using, 1969, folder

Alcoholism, 1969, 9 pp., 10¢

Epilepsy, Reprinted 1971, 8 pp.

Heart Disease, March 1969, 8 pp., 10¢

Legal Blindness and Blindness, Reprinted 1971, 17 pp.

The Mentally Restored, 1969, 16 pp., 10¢

Orientation, Counseling, and Assessment in Manpower Programs, MDTA E&D Findings, No. 5, 1969, 19 pp.

Relating General Educational Development to Career Planning, 1971, 45 pp., 50¢

A School Counselor Looks at the Employment Service, in *Manpower,* January 1970, pp. 22-24

Testing, Counseling, and Supportive Services, chapter in *Breakthrough for Disadvantaged Youth,* 1969, pp. 61-116, 60¢

Vocational Guidance: Room for Improvement, in *Manpower,* August 1969, pp. 6-8

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Changing Priorities in Health and Environmental Protection, in *1971 Manpower Report of the President,* pp. 164-171

Training Unpolluters, in *Manpower,* May 1970, pp. 16-20

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Basic Education, chapter in *Breakthrough for Disadvantaged Youth,* 1969, pp. 119-135, 30¢

Bringing Schools and Industry Together, in *Manpower,* June 1970, pp. 24-31

Building Up Minority Contractors, in *Manpower,* October 1969, pp. 23-25

Cram Course for College Clerks, in *Manpower,* December 1970, pp. 30-32

Credentials and Common Sense, Manpower Report No. 13, 1968, reprinted 1969, 6 pp., o.p.

Directions of Action, in *1971 Manpower Report of the President,* pp. 99-108

Doctoral Candidates (flyer on Manpower Research Dissertation Grant Program), January 1971

Does Everybody Need a High School Diploma? in *Manpower,* February-March 1969, pp. 7-9

Education and Employment Opportunity, in *1971 Manpower Report of the President,* pp. 91-93

FEAST Feeds Two Hungers, in *Manpower,* July 1970, pp. 29-31

Finishing Schools for Workers, in *Manpower,* March 1970, pp. 2-7

Goodbye to Dick and Jane, in *Manpower,* December 1969, pp. 6-9

Guidelines for Submission of Applications for Manpower Research Institutional Grants, 1969, 30 pp., o.p.

Manpower and Educational Services, in *1971 Manpower Report of the President,* pp. 126-135

Manpower Development Through the Schools, in *1969 Manpower Report of the President,* pp. 75-87

Manpower Research Institutional Grant Program: The First 3 Years, 1966-1969, 43 pp.

Manpower Research Institutional Grants: Plans of the 12 Grant-Recipient Schools Selected in 1970, 15 pp., o.p.

Manpower Training Through the Schools, in *1970 Manpower Report of the President,* pp. 64-69

The Private War of Bill Butler, in *Manpower,* June 1969, pp. 29-31

Relating General Educational Development to Career Planning, 1971, 45 pp., 50¢

Schools Study Job Corps Lessons, in *Manpower,* March 1970, pp. 22-25

Steelworkers Forge a Better Future, in *Manpower,* July 1969, pp. 21-24

Teacher Training Takes to the Road, in *Manpower,* May 1971, pp. 2-6

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Breakthrough for Disadvantaged Youth, 1969, 256 pp., $2

Career Mobility for Paraprofessionals in Human Service Agencies, MDTA E&D Findings No. 8, 1970, 151 pp.

The Draper Project, MDTA E&D Findings No. 6, 1969, Reprinted 1971, 189 pp.

Experimental and Demonstration Program, in *1969 Manpower Report of the President,* pp. 201-216

The Experimental and Demonstration Program, February 1969, flyer

The E&D Program—Exploring New Approaches to Manpower Problems, February 1969, 8 pp., 15¢

Final Report of Project Challenge, January 1969, 168 pp.

A Guide for Summer Youth Programs (E&D project report), May 1969, 37 pp.

HIT on Target With "Instant Upgrading," in *Manpower,* May 1969, pp. 18-21

Inner-City Negro Youth in a Job Training Project, MDTA E&D Findings No. 7, 1969, Reprinted 1971, 146 pp.

Job Development for the Hard-to-Employ, MDTA E&D Findings No. 4, June 1968, Reprinted 1969, 119 pp.

Mobility Assistance Projects, in *1971 Manpower Report of the President,* pp. 136-138

The Multi-Troubled Jobseeker, Jobless Workers With a Convulsive Disorder, May 1969, 24 pp.

New Careers for Disadvantaged in Human Service, MDTA E&D Findings No. 9, 1970, 269 pp.

New Shape of the Rural Labor Market, in *Manpower,* September 1969, pp. 20-23

Orientation, Counseling, and Assessment in Manpower Programs, MDTA E&D Findings No. 5, 1969, 19 pp.

An Outreach Demonstration in Houston, Tex., Reprinted in 1969, 81 pp.

Preparing the Disadvantaged for Tests, in *Manpower,* July 1970, pp. 24-26

6 Steps to Jobs for Epileptics, in *Manpower,* May 1969, pp. 27-30

Summaries of R&D Reports, January 1971, 17 pp.

Summer Youth Employment Guide, E&D Findings No. 10, 1971, 35 pp.

Technicians: How to Grow Your Own, in *Manpower,* January 1970, pp. 8-12

Three Cities Job Clinic and Services System Manual, May 1969, 33 pp.

Work Samples—New Tools for Getting the Unemployed Into Jobs, in *Manpower,* January 1969, pp. 22-25

Working With Unions in Job Development, in *Manpower,* February-March 1969, pp. 29-30

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Equal Opportunity in Government Employment, in *1970 Manpower Report of the President,* pp. 107-115

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Guide to Federally Assisted Manpower Training and Support Programs, in *1970 Manpower Report of the President, appendix* A, pp. 193-197

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Public Service Careers Program Implemented and Enlarged, in *1971 Manpower Report of the President,* pp. 42-43

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England's New Towns, in *Manpower,* February 1970, pp. 11-14

Information About Jobs Overseas, 1970 Revised, folder, 10¢

Japanese Cultivate U.S. Farm Skills, in *Manpower,*October 1969, pp. 20-22

Schedule C—Precertification List, March 1, 1969, 12 pp., o.p.

Special Job Creation for the Hard-to-Employ in Western Europe, Manpower Research Monograph No. 14, 1970, 44 pp., 50¢

Sweden's Manpower Policies—A Look at the Leader, in *Manpower,* November 1970, pp. 26-30

A United Nations for Manpower (IMI), in *Manpower,* October 1969, pp. 30-32

Worker Certification Program Under the Immigration and Nationality Act, FY 1969, 38 pp.

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Job Descriptions and Organizational Analysis for Hospitals and Related Health Services, Revised Edition 1971, 732 pp., $4.25

Making Better Use of Health Personnel, in *Manpower,* April 1969, pp. 2-6

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Optometry, Occupational Guides No. 1, 1970, folder with inserts, $1

Upgrading Hospital Workers, in *Manpower,* August 1970, pp. 24-27

They're Ready to Work in Your Hospital (Job Corps), 1969, 20 pp.

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The Corpsman (biweekly) 8-12 pp.

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Every Girl Needs a Chance to Become Somebody (English & Spanish editions) 1970 Revised, 24 pp.

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Is Job Corps for You? 1970 Revised, flyer

Is There a Job in Your Future? (English & Spanish editions), 1970, 16 pp.

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Job Corps—Residential Training for Disadvantaged Youth, 1970, 12 pp., 15¢

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Residential Job Training, July 1969, 8 pp.

Residential Manpower Center, Job Corps, poster

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Train for a Job, Job Corps (men and women), 1970, folders

What Happens Now? (pamphlet for Job Corps graduates), Reprinted 1971, 31 pp.

Working With the Media, Hints for Job Corps Screeners, 2 pp.

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Are You Creative With People? 1969, 8 pp.

Credentials and Common Sense, Manpower Report No. 13, 1968, reprinted 1969, pp., o.p.

Developing Your Manpower, 1970, 53 pp., 60¢

Does Everybody Need a High School Diploma? in *Manpower,* February-March 1969, pp. 7-9

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Handbook for Job Restructuring, 1970, 46 pp., 55¢

Job Development for the Hard-to-Employ, MDTA E&D Findings No. 4, June 1968, reprinted 1969, 119 pp.

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Restructuring Jobs for Social Goals, in *Manpower,* February 1970, pp. 2-6

Working With Unions in Job Development, in *Manpower,* February-March 1969, pp. 29-30

Using the Nonprofessional, chapter in *Breakthrough for Disadvantaged Youth,* 1969, pp. 215-232, 30¢

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How Honeywell Took the Manpower Programs to Heart, in *Manpower,* February-March 1969, pp. 22-25

Introducing JOBS '70, 1970 Revised, 20 pp.

JOBS '70, (proposal announcement), 1969, 92 pp.

JOBS Is Putting People to Work, in *Manpower,* May 1969, pp. 14-17

JOBS Low-Support Employer's Proposal Package, 1970, 51 pp., o.p.

The JOBS Program, in *1969 Manpower Report of the President,* pp. 93-94

The JOBS Program, in *1970 Manpower Report of the President,* pp. 61-63

The JOBS Program, August 1969, flyer

The JOBS Program—An Assault on Hard-Core Jobless Problems, 1969, 8 pp., 15¢

The Making of a Shrimper, in *Manpower,* December 1969, pp. 15-19

On-the-Job Training in Private Industry, in *1971 Manpower Report of the President,* p. 44

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A Year of Awakening, in *Manpower,* May 1969, pp. 22-26

LABOR FORCE

Area Trends in Employment and Unemployment (monthly), approx. 32 pp.

Employment and Wages (workers covered by unemployment insurance) (quarterly), approx. 130 pp.

Employment and Poverty, in *1970 Manpower Report of the President,* ch. 5, pp. 119-135

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LABOR MARKET INFORMATION

Area Trends in Employment and Unemployment (monthly), approx. 32 pp.

Critical Problems of Urban Labor Markets, in *1971 Manpower Report of the President,* pp. 83-109

Eating and Drinking Places, Industry Manpower Surveys No. 115, March 1969, 16 pp.

Job Market Processes, in *1969 Manpower Report of the President,* pp. 181-190

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Nursing Homes and Related Health Facilities, Industry Manpower Surveys No. 116, 1969, 26 pp.

The Shortage of Skilled and Technical Workers, Manpower Research Study Summary, March 1969, 4 pp., o.p.

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Working With Unions in Job Development, in *Manpower,* February-March 1969, pp. 29-30

MANAGEMENT

Cost-Effectiveness Analysis of Manpower Programs, in *1969 Manpower Report of the President,* appendix A, pp. 219-222

Developing Your Manpower, 1970, 53 pp., 60¢

Hiring Standards and Job Performance, Manpower Research Monograph No. 18, 1970, 35 pp., 50¢

Improving Communications With the Public, Handbook for Employment Security Local Office Managers, April 1969, 48 pp.

Keeping the Employment Service Relevant, in *Manpower,* April 1970, pp. 24-26

Managing Tomorrow's Work Force, in *Manpower,* September 1969, pp. 12-14

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